NSW Health Pathology

Delegations Manual

NSWHP_CG_001

Approver: NSW Health Secretary, Version Number: V17, Publication Date: 22/04/2026
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NSW Health Pathology Delegations

The delegations detailed in this manual are based on the Health Administration Corporation (HAC) being the overarching entity under the auspice of which the work of NSW Health Pathology (NSWHP) will occur. NSW Health Pathology will act as an administrative division of HAC for the purposes of exercising certain of its functions under section 126B of the *Health Services Act 1997*. NSW Health Pathology incorporates the Forensic and Analytical Science Service.

There will only be one Instrument of Delegation whereby:

- The Secretary will be delegating under section 126B(4) of the *Health Services Act 1997*, the powers vested in the Secretary under section 126B of the *Health Services Act 1997*, being provision of pathology, forensic and analytical science services
- The Secretary will be delegating, under section 21 of the *Health Administration Act 1982*, those staff related powers vested in the Secretary under Chapter 9 of the *Health Services Act 1997* as to the 'NSW Health Service' and any other Act which vests similar powers in the Secretary
- The Health Administration Corporation will be delegating under section 21 of the *Health Administration Act 1982*, those powers vested in HAC under the *Health Administration Act 1982*.

Review

This policy will be reviewed by 30 September 2027.

Risk

Risk Statement	The NSW Health Pathology Delegations Manual is aligned with operations and organisation structures.
Risk Category	Leadership and Management

Further Information

For further information, please contact:

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Version History

Approver: NSW Health Secretary, Version Number: V17, Publication Date: 22/04/2026
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The approval and amendment history for this document must be listed in the following table.

Title	Delegations Manual for NSW Health Pathology
Issued Version No	17
Effective Date	22 April 2026
Author	Director Legal & Corporate Governance
Authorised By	Secretary of the Ministry of Health NSW
Risk Rating	High

Version	Date	Author	Tracking/Description of Change
1	29.02.12	VJ	Initial Draft
2	15.03.12	VJ	Comments of NSW HP Incorporated
3	30.03.12	SM	Comments of MOH Corporate Governance and Risk Management Unit
4	17.04.12	SM	Comments of MOH and VJ changes
5	28.05.12	VJ	Update of Delegations table from Networks
6	31.05.12	MS	Update of Delegations to Interim for approval of DSec - GWC
7	1.06.12	MS	Updated for approval by Secretary
8	22.11.12	VJ	Updated structure to include FASS
9	07.01.13	VJ	Updated to address audit requirements and new personnel
10	15.10.14	VJ	Updated to address structure changes in Networks and Corporate Head Office
11	19.03.15	VJ	Updated based on feedback by Ministry of Health
12	04.11.16	SB	Review of delegations resulting from changes to positions, policies and operations.
13	05.07.17	SB	Review of delegations to reflect new organisation structure in particular the schedule of delegates to remove the pathology network positions.
14	14.10.19	SB	Review of delegations to combine goods and services schedules; include new delegations in relation to leases; engagement of Legal Counsel, right to information, privacy, IP, clarify copyright, site authorisations, disclosure of unit record data and types of agreements such as research services, grant, material transfer, beta test and facilities access; revised schedule of delegates to include new positions.

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15	17.08.21	TB	Amendments to update policy references and schedule of delegates, change thresholds for some delegations, remove redundant delegations, insert new delegations relating to Projects, PCards, GIPA requests and complaints, expenditure from Custodial Trust Funds and Enterprise Risk Management, and otherwise for clarity.
16	16.06.23	SB	Amendments to update policy references and schedule of delegates, change thresholds for some delegations, remove redundant delegations, insert additional delegations for new roles, clarifications of guidance notes regarding procurement compliance, gifts, change of assay and otherwise for clarity.
17	30.07.25		Amendments to update policy references, titles and schedule of delegates, revised to reflect revised governance requirements and NSWHP committee endorsement requirements, clarifications to reflect delegate authority to sign, vary and terminate, and otherwise for clarity

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Introduction

The purpose of this manual is to establish a clear and consistent approach to the delegation of authority for the operational running of NSW Health Pathology including the individual pathology, forensic and analytical science services which this entity incorporates.

This manual replaces any implied authority within other delegations manuals held by Local Health Districts or other NSW Health entities.

In enacting the delegation rights specified at the various levels, individuals have a duty to undertake the necessary due diligence to verify expenditure or other exercise of power is appropriate, in accordance with applicable laws and NSW Health and NSW Health Pathology policies, and within the budget capacity of the relevant service.

Expenditure limits specified are exclusive of the Goods and Services Tax (GST) which is currently 10%.

Delegations may be withdrawn by determination of the Chief Executive of NSW Health Pathology.

Authority

Determination of Functions

Section 126B of the *Health Services Act 1997* confers the Health Secretary with the powers to provide health services on a statewide basis. The Secretary has established a division within the Health Administration Corporation called NSW Health Pathology to provide specialist pathology, forensic and analytical science services for the NSW Health system.

Accounts and Audit Determination for Public Health Entities in NSW

The Secretary, as delegate of the Minister under section 127(4) of the Health Services Act 1997, and as the accountable authority of the Health Administration Corporation ('HAC'), has determined that public health organisations (as a condition of subsidy) and HAC entities must comply with the requirements of the Accounts and Audit Determination for Public Health Entities in NSW.

The Chief Executive of NSW Health Pathology is responsible for ensuring the:

i Proper performance of accounting procedures including adequacy of internal controls

ii Accuracy of its accounting, financial and other records

iii Proper compilation and accuracy of its statistical records

iv Due observance of the directions and requirements of the Minister and HAC and

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v Observance of the Determination, policy directives and policy procedure manuals issued by the government, Minister, Secretary and/or the Ministry of Health.

The Determination makes the following specific references to the Delegations Manual:

'PHEs [Public Health Entities] must:

a) maintain an up-to-date, approved, delegations manual for the PHE;

b) ensure the delegations manual is consistent with the Minister and Health Secretary Delegations;

c) ensure that delegated financial authority aligns with approved expenditure and revenue budgets;

d) ensure that authority to incur expenditure is only exercised by persons authorised to do so and in accordance with their delegated authority...

e) ensure that amendment, reduction and/or write-off of accounts rendered for services is only done by persons authorised to do so and in accordance with their delegated authority

f) ensure that Government Grants and other Consolidated Fund payments are expended only in accordance with the purpose of, and all conditions attached to, the grant and/or payment

g) ensure that expenditure funded from revenue is only committed or approved where there is a reasonable expectation that the revenue will be received and where an entitlement to spend such revenue exists in accordance with the GSF Act and in alignment with the PHE budget'

The delegations specified hereunder relate specifically to NSW Health Pathology. No amendments to the specified delegations may be made without the written approval of HAC.

Principles of Delegation

1 This Delegations Manual has been compiled to:

a) Ensure that there is a set of clear and unambiguous directions in the matters of authorisations and quantification of expenditure, personnel matters and general business matters encountered by NSW Health Pathology on a day-to-day basis

b) Facilitate compliance with relevant directions from the Minister, Ministry of Health and HAC.

2 Delegated authority is subject to any overriding federal or state legislation.

3 Delegation of authority is considered, for the purposes of this manual, to be conferred by the HAC in accordance with relevant federal and state legislation, manuals and policy directives.

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4 The delegation of authority to a specified person is unique and may not be transferred or further delegated.

5 The delegation of authority to a specific role may be exercised by a person acting in the position to which the authority is delegated. Where officers are acting or relieving in a position and exercise a delegation in this way, the officer should specify the position, and the 'acting' nature of their occupancy in that role.

6 Delegates can apply more restrictive delegations to staff over which they have direct managerial control. A clear set of the revised delegations must be provided to the staff member in question where this occurs. See point 16 regarding amendment of delegations.

7 Where this manual specifies a delegation to a person or position, the position to which they report is also deemed to have the delegated authority unless otherwise indicated.

8 Monetary amounts stated in this manual are the maximum delegated amounts in relation to the delegated function and do not include GST. They do not imply or confer authority to spend more than the organisation's uncommitted budget allocation.

9 No delegate may:

a) Approve self-related matters (e.g. authorise expenditure or expenditure reimbursement to themselves, certify their own timesheets, authorise their own higher duty allowance, overtime or annual or long service leave)

b) Approve matters that are for an officer for whom the delegated officer has no responsibility unless the authority is otherwise specifically delegated for administrative purposes and

c) Split items or orders to bring them within any limit of their position's administrative responsibility.

10 The authorising person for matters specified in point 9, and other matters of a like nature, shall be a more senior member of staff unless otherwise specifically delegated for administrative purposes.

11 Delegates are expected to exercise the powers, authorities, duties, or functions delegated to them in a responsible, efficient, consistent and cost-effective manner and in accordance with the NSW Health Code of Conduct. Whether a delegation should be exercised (or the matter referred to a higher authority) requires the exercise of discretion by the delegate.

12 In principle, all expenditure is to be approved on the basis of availability of funding within the budget allocation and the availability of funds within each account.

13 Delegates must consider any additional recurrent costs that will be incurred as a result of a purchase. In the case of non-current assets, delegates must consider the effect a purchase will have on the future operating costs and the availability of funding.

14 All delegates are required to exercise their delegations in observance of manuals and policy directives issued by the Ministry of Health.

15 The following Ministry of Health Policy and Procedure Manuals are to be observed in the exercise of the delegations and in the day-to-day operations of the organisation:

a) Accounting Manual – Public Health Organisations
b) NSW Health Accounting Policy Manual
c) Consent to Medical and Healthcare Treatment Manual
d) Accounts and Audit Determination for Public Health Entities in NSW
e) Combined Delegations Manual
f) Corporate Governance and Accountability Compendium for NSW Health
g) Fees Procedures Manual for Public Health Organisations
h) NSW Health Procurement Policy
i) Health Infrastructure Delegations
j) HealthShare NSW Delegations
k) Leave Matters for the NSW Health Service
l) Patient Matters Manual for Public Health Organisations
m) Public Health Delegations
n) Privacy Manual for Health Information and
o) Protecting People and Property Manual.

16 Amendments, additions, and deletions to the Delegations Manual must be considered and recommended by the Chief Executive of NSW Health Pathology, for approval by HAC. Once approved, the change must be incorporated into the manual and any parties affected by the amendment formally notified.

17 All financial delegations are subject to the annual allocation letter and ad hoc directions issued by the:

a) Secretary
b) Deputy Secretary - People, Culture and Governance
c) Deputy Secretary – Financial & Corporate Services & Chief Financial Officer
d) Executive Director System Financial Performance and Deputy Chief Financial Officer.
e) Executive Director External Reporting and Financial Compliance and Deputy Chief Financial Officer

18 Delegates are responsible for knowing their classification and their level of delegation and for informing themselves and keeping up to date on any changes to the delegations arising from changes in law, NSW Government or NSW Health policy or revisions of delegations or other directions issued by NSW Health Pathology.

19 A delegation that contains the words 'after consultation with', 'after endorsement by', or 'on recommendation of or from' means that the delegation should not be exercised until the required consultation, endorsement or recommendation is received and considered.

20 A delegation to a position or to a body, if the position or the body has a change in name, is generally to be regarded as referring to the successor to the functions of that position or body.

21 Where a delegate has delegation over a particular matter, this includes the authority to sign agreements and other documentation giving effect to their delegation.

Scope of Application of Delegations

This manual applies to all controlled units of the NSW Health Pathology service. These delegations must not be used to circumvent delegations of other Health entities.

Delegations must not be used to bind other NSW Health entities. Where there is an identified conflict between the delegations of NSW Health Pathology and those of another NSW Health entity this conflict must be referred to the Legal and Regulatory Services Branch of the Ministry of Health for resolution.

Compliance with this manual and the requirements specified is mandatory. Any practices that inappropriately circumvent the requirements outlined in this manual are in breach of NSW Government Purchasing Policies and the provisions of the *Government Sector Finance Act 2018* and reflect a breakdown of site internal controls.

NSW Health Pathology can issue directives from time to time that further restrict the delegations contained in this manual.

Structure of Delegations

The delegations detailed in this manual have been arranged according to functional area to allow for easy identification and reference. The schedules within which the delegations are arranged are set out below.

Schedule 1: Financial – Dollar Limits of Delegations
Schedule 2: Financial – General

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Schedule 3: Procurement
Schedule 4: Legal and Property
Schedule 5: Disposal of Plant and Equipment
Schedule 6: Special Purpose and Trust Funds
Schedule 7: General Non-Financial Delegations
Schedule 8: Human Resource Management
Schedule 9: Staff Specialists Award Management
Schedule 10: Customer Charter and Pricing Agreements
Schedule 11: Plans
Schedule 12: Service Provision.

Schedule of Delegates

Delegates have been classified according to levels of delegation at Appendix 1.

If a manager does not consider it appropriate that a subordinate officer has a delegation that is listed, then the manager should by written administrative direction indicate that the officer is not to exercise the delegation. The manager should consult with the Director, Legal & Corporate Governance in relation to this process before providing an administrative direction. All written administrative directions must be stored securely on NSW Health Pathology's record keeping systems.

The NSW Health Pathology Director, Finance and Corporate Services will oversee the process of applying financial controls where required in the Oracle Financial Management System.

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Category / Function	Level 1 Chief Exec	Level 2 Strategic Leadership Team	Level 3 Directors and Managers	Level 4 Managers	Level 5 Coordinators	Level 6 Senior Staff	Other Notes Specific Delegates, etc
	1. Financial Delegations - Dollar Limits of Delegations						
	1.1 Goods and Services (excludes Budgeted Capital Works Program/Building Works and Equipment Leases)						
	Notes and References 1 Procurement of goods and services is subject to the requirements in the NSW Health Procurement Policy Directive PD2024_044 and the NSW Health Procurement Policy and Procedures available at the Procurement Portal including Gateway review and the mandatory use of Whole-of-Government and Whole-of Health contracts. 2 Use of the ICT Services Scheme for procurement of ICT related goods and services is mandated by Procurement Board Direction PBD-2021-02. 3 Procurement Delegations are further detailed in section 3 below. 4 Additional delegations apply in relation to Projects – see Section 1.4.						
Up to $1,000						Yes	
$1,001 to $10,000					Yes		
$10,001 to $30,000				Yes			
$30,001 to $250,000			Yes				Unless using an existing Whole of Government or Whole of Health contract, risk assessment is required

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Category / Function	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes
	Chief Exec	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates, etc
	1. Financial Delegations - Dollar Limits of Delegations						
							to determine procurement process required
$250,001 to $500,000		Yes*					*Contracts covering a total period exceeding 5 years must be approved in accordance with the NSW Health Procurement Policy (by the Chief Procurement Officer or other approver authorised under that policy) Additional Delegates: Director of Operations (Metro) and Director of Operations (Regional)
Over $500,000 to no more than $5,000,000	Yes*						Unless authorised under section 3., Procurement, purchases valued over

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	Chief Exec	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates, etc
Function	1. Financial Delegations - Dollar Limits of Delegations						
							$5 million must be approved by Health Administration Corporation Contracts covering a total period exceeding 5 years must be approved in accordance with the NSW Health Procurement Policy (by the Chief Procurement Officer or other approver authorised under that policy)

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	Chief Exec	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates, etc
	1. Financial Delegations - Dollar Limits of Delegations						
	1.2 Capital Expenditure (for initial budget at procurement stage)						
	Notes and References 1 Refer to Section 1.1 Notes and References of this Manual which also apply to this Section. 2 Health Infrastructure manages major capital works over $10 million, and other smaller projects as allocated in accordance with the NSW Health Infrastructure Delegations Manual. 3 A cost benefit analysis should be prepared when required under the NSW Health Guide to Cost-Benefit Analysis of Health Capital Project GL2018_021. 4 Refer to the NSW Health Procurement Policy Directive PD2024_044 including Section 6 on leasing. 5 Capital Expenditure includes budgeted capital works/building works and procurement of physical assets and equipment. 6 Additional delegations apply in relation to Projects - see Section 1.4.						
Up to $50,000		Yes*					* Additional Delegates: Director of Operations (Metro) and Director of Operations (Regional)
$50,001 to $250,000		Yes*					*Subject to endorsement of Level 1 Brief by Service Improvement

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	1. Financial Delegations - Dollar Limits of Delegations						
							Committee and Director Finance and Corporate Services
Over **$250,000**	Yes *						*Any annual cost in excess of $250,000 requires a business case that is endorsed by SLT, Future Services Committee, Service Improvement Committee and the Ministry Health System Planning and Investment Branch
	1.3 Equipment Leases						
Approve the entering into, termination and/or variation of equipment leases with a maximum term of 3 years and		Yes*					*Specified Delegate: Director Finance and Corporate Services. New leases are subject to business case endorsed by the Services Improvement Committee

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	Chief Exec	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates, etc
	1. Financial Delegations - Dollar Limits of Delegations						
maximum total value of $100,000							
Approve the entering into, termination and/or variation of equipment leases with a maximum term of 5 years and maximum value of $5,000,000	Yes*						*Leases must be endorsed by the Services Improvement Committee. Leases valued at over $5 million must be approved in accordance with the Combined Delegations Manual (r
~~Approve entering into, termination and/or variation of agreements for loan/trial of equipment of up to 5 years and maximum value between $0 to$250,000~~							

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Function	Chief Exec	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates, etc
	1. Financial Delegations - Dollar Limits of Delegations						
	1.4 Projects						
	Notes and References 1 Projects must not commence until a business case has been approved by the Strategic Leadership Team. 2 Refer to *NSWHP Project and Change Management Framework NSWHP_PG_024*), including for definitions of Level 1, 2 and 3 projects						
Approve business case for Level 2 or 3 **project**	Yes*						*Subject to endorsement of business case by SLT and Future Services Committee
Approve brief for Level 1 project		Yes*					Subject to endorsement of brief by Service Improvement Committee
Increase in budget for previously approved projects where increase is greater than $20,000 or 5% of approved budget (whichever is	Yes*						*Subject to endorsement of change by SLT and Future Services Committee

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1. Financial Delegations - Dollar Limits of Delegations							
greater) (major change request)							
Increase in budget for previously approved projects where increase is less than or equal to $20,000 or 5% of approved budget (whichever is greater) (minor change request)		Yes*					* Specified Delegate: Executive Sponsor of Project, subject to endorsement of Program Governance & Management Committee
Variation to milestone date for previously approved projects within approved budget		Yes*					* Specified Delegate: Executive Sponsor of Project,subject to endorsement of Program Governance & Management Committee (where the variation extends the milestone date less than 60 days after original date) or Future Services Committee (where the variation extends the milestone date

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1. Financial Delegations - Dollar Limits of Delegations							
							more than 60 days after original date).

Category / Function	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes
	Chief Exec	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc
2. Financial Delegations - General							
	Notes and References 1 NSW Health Accounts and Audit Determination for Public Health Entities in NSW 2 NSW Health Accounting Manual for Public Health Organisations 3 NSW Health Fees Procedures Manual 4 NSW Health Patient Matters Manual						
	2.1 Budgets – Financial Allocations to Facilities/Services						

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Function	Chief Exec	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc
	2. Financial Delegations - General						
Approve Annual budget strategy	Yes						
Approve Annual Initial Allocation to facilities/services	Yes						
	2.2 Budgetary Adjustments						
Over 1 year	Yes						
Authorise adjustment from one facility/service to another facility/service		Yes*					*Additional Delegates: Director of Operations (Metro) and Director of Operations (Regional) (in relation to operational budgets)
Authorise adjustment from one clinical stream to another; or		Yes					

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Function	Chief Exec	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc
	2. Financial Delegations - General						
allocated funds between different clinical streams							
	2.3 Budget Adjustments – one-line item or cost centre to a different line account codes/lines or cost centre (excluding employee related)						
Within the same units				Yes			
From one unit to a different unit			Yes				
	2.4 Budget Adjustments – Allocations to Units						
Enhancement of budgets up to $250,000		Yes					* Specified Delegate: Director of Finance and Corporate Services
Enhancement of budgets over $250,000	Yes						

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	Chief Exec	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc
Function	**2. Financial Delegations - General**						
Supplement of awards	Yes *						* Refer to Finance Branch, Ministry of Health
	2.5 Accounts Receivable						
	Notes and References 1 The NSW Health Pathology Finance and Performance Committee should be informed of all write-offs under $50,000. 2 The NSW Health Pathology Finance and Performance Committee should endorse write-offs over $50,000. 3 Delegates are not to re-classify / waiver / refund / write-off amounts related to themselves or their relatives/associates. 4 NSW Health Accounts and Audit Determination for Public Health Entities in NSW 5 NSW Health Combined Delegations Manual						
	2.6 Patient Fees and Bad Debts – Write off, Reduce, or Remit, per Admission						
Up to $250			Yes*				*Specified Delegate: Statewide Revenue

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Function	Chief Exec	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc
	2. Financial Delegations - General						
							Manager or as specified in NSW Health Health
$251 to $2,500			Yes*				*Specified Delegate: Associate Director Revenue and Process Improvement
$2,501 to $10,000		Yes*					*Specified Delegate: Director Finance and Corporate Services
Over $10,001	Yes*						*Over $50,000 requires endorsement by Finance and Performance Committee
	2.7 Payroll Overpayments – Write Off or reduction of amount to be repaid						
Up to $10,000		Yes					

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Category	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes
	Chief Exec	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc
Function	2. Financial Delegations - General						
Over $10,001	Yes						
	2.8 Claims for Payment						
	a) Authorise Additions/Deletions to Oracle Master Vendor File						
Authorise request for additions/deletions to HealthShare					Yes		
	b) Telegraphic Transfers						
Authorise telegraphic transfers	Refer to Delegations in Section 1.1						
	2.9 Out of Pocket Expenses						

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Function	**2. Financial Delegations - General**						
	Notes and References 1 Expenses must be directly related to the performance of an officer's official duties 2 Officers cannot approve their own out-of-pocket expenses 3 Compliance with NSW Health Out of Pocket Expenses Policy Directive PD2019_015 is mandatory						
Approve out of pocket expenses	Refer to Delegations in Section 1.1						
	2.10 Procurement Cards (PCards) 1 Compliance with NSW Health Procurement Cards within NSW Health Policy Directive PD2022_038 is mandatory.						
Approval issue of PCard to specified employee (subject to employee having goods and services expenditure delegation (refer to section 1.1)		Yes*					* Specified Delegate: Director Finance and Corporate Services

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Function	Chief Exec	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc
	2. Financial Delegations - General						
Authority to incur expenditure up to the limit set up for the employee in the approved PCard application form	Employees issued with a PCard may incur expenditure according to individual expenditure levels set up in the employee's approved PCard application form and subject to subsequent approval by a Delegate with goods and services expenditure delegation (refer to section 1.1)						
	2.11 GST/FBT Delegations						
Agreements to issue/be issued with a Recipient Created Tax Invoice (RCTI)		Yes*					* Specified Delegate: Director Finance and Corporate Services; Additional Delegates: Director, Financial Operations; Director, Revenue and Process Improvement

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	Chief Exec	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc
Function	2. Financial Delegations - General						
Approve and sign monthly Business Activity Statement (BAS) on behalf of NSWHP		Yes*					* Specified Delegate: Director Finance and Corporate Services; Additional Delegates: Director, Financial Operations; Corporate Taxation Accountant; Director Revenue and Process Improvement

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	Chief Exec	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc
Function	**2. Financial Delegations - General**						
	2.13 Investments						
	Notes and References 1 Investments require sign-off (two signatures) from two delegated officers. 2 Please refer to section 3.29 to 3.31 of the NSW Health Accounting Manual for Public Health Organisations for limitations in relation to investment powers.						
Authority to invest or redeem funds up to $5m		Yes*					* Specified Delegate: Director Finance and Corporate Services; Additional Delegate: Associate Director Financial Operations
Authority to invest or redeem funds over $5m	Yes*						* Specified and Additional Delegates: Where the CE is not available, two SLT

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Function	2. Financial Delegations - General						
							delegates can approve with the CE to endorse retrospectively. Where the CE is available, one SLT delegate must also approve.
	2.14 Cab Vouchers						
	Notes and References: Delegates will not issue / authorise cab vouchers to themselves						
Authority to approve cab voucher use for staff					Yes		

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Function	**2. Financial Delegations - General**						
	2.15 Acceptance of Gifts, Devices, Equipment, Bequests						
	Notes and References 1 NSW Health Conflicts of Interest and Gifts and Benefits Policy Directive – PD2015_045 2 NSW Health Pathology Conflicts of Interest Gifts and Benefits Procedure – NSW_PR_001 3 NSW Health Pathology Gifts and Benefits Register and Form 4 NSW Health Code of Conduct Policy Directive - PD2015_049 5 NSW Health Procurement Policy Directive PD2024_044						
Approve acceptance of gifts, devices, equipment		Yes*					* Additional Delegates: Director of Operations (Metro) Director of Operations (Regional) for Operations staff
Approve acceptance of bequests		Yes					

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Function	Chief Exec	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc
	2. Financial Delegations - General						
	2.16 – AGIS Invoices/Accruals						
Approve AGIS Debtor **requests**			Yes*				* Additional Delegate: FASS Management Accountant in respect of FASS invoices
Approve AGIS Creditor requests				Yes			
	2.17 – Sundry (Corporate) Invoices						
$0 to $30,000				Yes			
$30,001 to $250,000			Yes				
$250,001 to $500,000		Yes					
Over $500,000 to no more than $5,000,000	Yes						

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	Chief Exec	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc
Function	**3. Procurement**						
	Notes and References 1 Refer to NSW Health Procurement Policy Directive PD2024_044 in relation to procurement process requirements. 2 Refer to NSW Health Procurement Portal for information on procurement. 3 Tendering must be undertaken by an agency which has been accredited by Department of Finance and Services (State Contracts Control Board). Tendering for supply of goods and services not available on existing Whole-of-Government/Whole-of-Health contracts and valued greater than $250,000 must be referred to HealthShare as a delegate of Health Administration Corporation the accredited agency. 4 Use of the ICT Services Scheme for procurement of all ICT related goods and services is mandated by Procurement Board Direction PBD-2021-02. 5 For purchasing, refer to financial delegations in Section 1 Goods and Services of this Manual.						
	3.1 Market Engagement						
	a) Plan						

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Function	Chief Exec	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc
	3. Procurement						
Approve go to market (tender) **for low /medium risk procurements valued at between $30,000 and $250,000**		Yes*					*Specified Delegate Director of Finance and Corporate Services (as Procurement Delegate)
	b) Source						
Approve evaluation outcome **of market** tender **responses for low/medium risk procurements valued at between $30,000 and $250,000**		Yes*					* Director of Finance and Corporate Services (as Procurement Delegate) Note that for ICT related procurements over $150,000 eHealth Strategic Procurement Services must be consulted.

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Function	Chief Exec	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc
	3. Procurement						
Approve tender **acceptance and** award **of the contract for low/medium risk procurements valued at between $30,000 and $250,000**			Yes				* Level 3 may approve as Contracting Delegate, subject to approval of tender outcome and award by Director of Finance and Corporate Services (as Procurement Delegate)
Approve tender acceptance and award **of the contract up to $5 million**	Yes *						*Additional Delegate Director of Finance and Corporate Services * $5m - $30m – Chief Executive HealthShare approval required

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	Chief Exec	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc
Function	3. Procurement						
							* Over $30m – Chief Procurement Officer, NSW Health approval required
Approval of variations of Whole of Health contracts of which NSWHP is the Contract Owner	Yes*						*Chief Procurement Officer, NSW Health Gapproval required for: • Contract variation outside original scope of work • Where the varied term will exceed 5 years
Professional services engagements, such as consultants			Yes*				*Engagements over $30,000 require additional approval of

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Category / Function	Level 1 Chief Exec	Level 2 Strategic Leadership Team	Level 3 Directors and Managers	Level 4 Managers	Level 5 Coordinators	Level 6 Senior Staff	Other Notes Specific Delegates etc
3. Procurement							
							the Chief Procurement Officer in accordance with PD2024_044
	3.2 Consignment Stock (Refer to Financial Delegations for Goods and Services in Section 1 of this Manual)						
Acceptance of consignment stock agreements			Yes				

Category	Level 1 Chief Exec	Level 2 Strategic Leadership Team	Level 3 Directors and Managers	Level 4 Managers	Level 5 Coordinators	Level 6 Senior Staff	Other Notes Specific Delegates etc
Function	**4. Legal and Property**						
	4.1 Leases of Real Property						
	Notes and References 1 With the exception of retail leases, the lease term consists of the initial lease term and the term of any option to renew. 2 Approval of leases of real property are subject to the requirements of the NSW Health Combined Delegations and may require Ministry of Health and/or Ministerial approval. 3 For operating leases for equipment refer to Section 1 of this Manual.						
Approve the entering into, termination and/or variation of leases or licences with a maximum term of 6 years and maximum value of $250,000		Yes*					*Additional Delegates: Operations Director (Metro) and Operations Director (Regional) Note: Maximum term includes the initial term and all options

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Function	4. Legal and Property						
							Leases with a term of more than 6 years (including any options) must be approved by the Secretary
Approve the entering into, termination and/or variation of leases or licences with a maximum term of 6 years and a maximum value of $5 million	Yes						Note: Maximum term includes the initial term and all options Leases with a term of more than 6 years (including any options) must be approved by the Secretary

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Function	4. Legal and Property						
Approve the entering into, termination and/or variation of retail leases to which the *Retail Leases Act 1994* applies with a maximum term of 10 years (for example, 5-year initial term and option to renew for a further 5 years)	Yes						
Approve the entering into,	Yes						

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Function	4. Legal and Property						
termination and/or variation of agreements with telecommunication carriers for up to 20 years for communication purposes							
	4.2 MOUs and unspecified agreements						
	Notes and References 1 Agreements relating to supply of goods or services, capital or building works and equipment leases are covered in Section 1 of this Manual. 2 Any MOU or agreement that would constitute a joint venture arrangement under the Government Sector Finance Act 2018 requires Treasurer approval.						
Approve the entering into, variation and/or	Yes						

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Function	4. Legal and Property						
termination of a Memorandum of Understanding or Letter of Intent with an external party							
Approve the entering into, variation and/or termination of a contract or undertaking with an external party where such contract or undertaking has not been detailed	Yes						

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	Chief Exec	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc
Function	4. Legal and Property						
elsewhere in this manual							
	4.3 Engagement of Legal Counsel						
	Notes and References 1 Delegations are subject to the requirements of the NSW Health Significant Legal Matters and Management of Legal Services Policy Directive – PD2017_003. 2 Delegations are further subject to requirement for approval of the Executive Directive Legal & Regulatory Services for legal services over $30,000.						
Approval to engage external legal counsel in relation to all matters except employment matters and up to $100,000*		Yes*					Specified Delegate: Director, Legal & Corporate Governance Additional Delegate: Senior Legal Counsel,

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Function	4. Legal and Property						
							Associate Director, Legal and Corporate Governance have delegation up to $20,000
Approval to engage external legal counsel or investigators in relation to employment matters up to $20,000			Yes*				Specified Delegates: Deputy Director, People and Culture, Senior Legal Counsel; Associate Director, Legal and Corporate Governance

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Function	4. Legal and Property						
							Note: Approval from relevant Operations Director is also required where engagement is funded by Operations.
Approval to engage external legal counsel or investigators in relation to employment matters and up to $100,000		Yes*					Specified Delegates: Director, Legal & Corporate Governance; Director, People and Culture Note: Approval from relevant

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Function	4. Legal and Property						
							Operations Director is also required where engagement is funded by Operations.
Approval to engage external legal counsel in relation to all matters over $100,000	Yes						Note: Legal engagements where the anticipated expenditure is greater than $150,000 constitute Significant Legal Matters which

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	Chief Exec	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc
Function	4. Legal and Property						
							must be notified to the Ministry.
	4.4 Investigations						
	Notes and References 1 NSW Health Public Interest Disclosures Policy Directive PD2016_027 2 NSW Health Resolving Workplace Grievances PD2016_046 3 Managing Child Related Allegations, Charges and Convictions Against NSW Health Staff PD2020_044 4 NSW Health Privacy Internal Review Guidelines NSW Health GL2019_015 5 NSW Health Complaints Management Policy PD2020_013 6 NSW Health Incident Management Policy PD2020_047						
Appoint officers to accept and manage Protective Disclosures/Public Interest Disclosures	Yes						

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	Chief Exec	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc
Function	4. Legal and Property						
Authorise investigations into Grievances			Yes				
Authorise investigations into serious allegations against staff eg matters involving children/sex offences/pornography		Yes*					* Additional Delegates: Director of Operations (Metro) and Director of Operations (Regional)
Power to determine access applications and applications for					Yes*		Specified delegates: Legal Counsel; Privacy, Right to

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	Chief Exec	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc
Function	4. Legal and Property						
review under GIPA Act							Information and Records Officer
Power to deal with privacy complaints and requests for privacy internal reviews					Yes*		Specified delegates: Legal Counsel; Privacy, Right to Information and Records Officer
Authorise investigations into other statutory complaints, for example: Public Health Legislation		Yes					

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Function	**4. Legal and Property**						
Authorise management of and responses to Health Care Complaints Commission		Yes*					Specified delegate: Director of Clinical Governance
	4.5 Incident Management Notes and references 1. NSW Health Incident Management Policy PD2020_047 2. Secretary Delegation A382 Response to Incidents delegates the functions of the Health Secretary as the 'relevant health services organisation' in respect to Part 2A of the Health Administration Act 1982 to Chief Executive NSW Health Pathology						
RIB approval	Yes						
Appointment of Preliminary risk assessment (PRA) team	Yes*						

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Delegations Manual

NSWHP_CG_001

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	Chief Exec	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc
Function	4. Legal and Property						
Approval of PRA findings for sharing with family via open disclosure	Yes	Yes*					Specified Delegate: Director of Clinical Governance (Patient Safety)
Appointment of Serious adverse event review (SAER) team and determination of method of review	Yes						
Approval of findings report	Yes						
Approval of SAER findings for sharing with		Yes*					Specified Delegates: Director of

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	Chief Exec	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc
Function	4. Legal and Property						
family via open disclosure							Clinical Governance (clinical incidents); Director, Legal & Corporate Governance (corporate incidents)
Appointment of additional SAER team members to prepare recommendations	Yes						
Directing whether recommendations		Yes*					Specified Delegate: Director of Clinical

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Function	4. Legal and Property						
report is to be prepared							Governance (clinical incidents); Director, Legal & Corporate Governance (corporate incidents)
Approval of recommendations report	Yes						
	4.6 Research-related Site Authorisations, Disclosure of Unit Record Data and Supply of Biospecimens						
	Notes and References 1 NSW Health Research – Authorisation to Commence Human Research in NSW Public Health Organisation Policy Directive - PD 2010_056 2 NSW Health Clinical Trials – Insurance and Indemnity Policy Directive - PD 2011_006 3 NSW Health Research Governance in NSW Public Health Organisations Guidelines - GL 2011_001 4 NSW Health Clinical Trial Research Agreements for Use in NSW Public Health Organisations - PD2011_028						

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	Chief Exec	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc
Function	4. Legal and Property						
	5 NSW Health Human Research Ethics Committees - Quality Improvement & Ethical Review: A Practice Guide for NSW - GL2007_020 6 NSW Health Pathology Research Governance Framework – NSWHP_CG_013 7 NSW Health Use of Human Tissue for Research Guideline GL2023_008 8 NSW Health Disclosure of unit record data by Local Health Districts for research or contractor services PD2018_001 9 Data Collections -Disclosure of Unit Record Data for Research or Management of Health Services PD2015_037 10 NSW Health Pathology Release of Anatomical Pathology Tissue for Secondary Purposes NSWHP PD_035 11 The NSW Health Pathology Research Governance Office should be consulted regarding research governance queries						
Site authorisation: Declaration of support from Head of Department per PD2010_056 under NSW Health Site Specific Assessment (SSA) - REGIS			Yes*				Specified Delegates: Operations Directors, Senior Operations Managers, Director Forensic & Analytical Science Service, Director of Biobanking

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Function	4. Legal and Property						
Site authorisation: Declaration of support for Data Provision per PD2010_056 under NSW Health Site Specific Assessment (SSA) – REGIS		Yes*					Specified Delegates: Chief Pathologist; Chief Medical Information Officer
Site authorisation: Final authorisation for research projects with more than low (negligible)	Yes						Level of risk determined by Human Research Ethics Committee under the National Statement on

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Function	4. Legal and Property						
risk (per PD2010_056)							Ethical Conduct in Human Research (2007)
Site authorisation: Final authorisation for research projects with no more than low (negligible) risk per PD2010_056			Yes*				Level of risk determined by Human Research Ethics Committee under the National Statement on Ethical Conduct in Human Research (2007) * Specified Delegate: Director Research, Research

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	Chief Exec	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc
Function	4. Legal and Property						
							Operations Manager
Approve the disclosure of unit record data for the purposes of research or quality improvement/assurance: De-identified data		Yes*					*Specified Delegates: Chief Pathologist; Chief Medical Information Officer Note: approval subject to Ethics Committee approval or a quality improvement determination

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Function	4. Legal and Property						
Approve the disclosure of unit record data for the purposes of research or quality improvement/assurance: Identified data	Yes						Note: approval subject to Ethics Committee approval or a quality improvement determination
Approve the use and supply of biospecimens for the purposes of research or quality improvement/assurance/control				Yes*			*Specified Delegates: Clinical Director; Local Pathology Director Note: approval subject to Ethics Committee

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Category	Level 1 Chief Exec	Level 2 Strategic Leadership Team	Level 3 Directors and Managers	Level 4 Managers	Level 5 Coordinators	Level 6 Senior Staff	Other Notes Specific Delegates etc
Function	4. Legal and Property						
							approval or a quality improvement determination – RGO and Research Office should be consulted
	4.7 Research and Other Agreements						
	Notes and References: 1. Research projects and use of data or biospecimens for the purposes of research must be approved in accordance with section 4.6 of this Manual, before the Agreement is entered into. 2. Any MOU or agreement that would constitute a joint venture arrangement under the Government Sector Finance Act 2018 requires Treasurer approval						
Approve the entering into,	Yes*	Yes*	Yes*				*Delegation based on expenditure

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Category	Level 1 Chief Exec	Level 2 Strategic Leadership Team	Level 3 Directors and Managers	Level 4 Managers	Level 5 Coordinators	Level 6 Senior Staff	Other Notes Specific Delegates etc
Function	4. Legal and Property						
termination and/or variation of funding/grant agreements and collaborative research agreements	(total value cash and in-kind of the agreement is up to $5,000,000)	(total value cash and in-kind of the agreement is up to $500,000)	(total value cash and in-kind of the agreement is up to $250,000)				breakdown per section 1.1.
Approve the entering into, termination and/or variation of clinical trial research agreements including CTN/CTA and/or research services	Yes* (total value cash and in-kind of the agreement is up to $5,000,000)	Yes* (total value cash and in-kind of the agreement is up to $500,000)	Yes* (total value cash and in-kind of the agreement is up to $250,000)	Yes* (total value cash and in-kind of the agreement is up to $30,000)			*Delegation based on expenditure breakdown section 1.1.

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Category	Level 1 Chief Exec	Level 2 Strategic Leadership Team	Level 3 Directors and Managers	Level 4 Managers	Level 5 Coordinators	Level 6 Senior Staff	Other Notes Specific Delegates etc
Function	4. Legal and Property						
agreements with other parties							
Approve the entering into, termination and/or variation of material transfer agreements for the supply or receipt **of biospecimens for research or quality improvement/assurance/control purposes**	Yes* (total value cash and in-kind of the agreement is up to $5,000,000)	Yes* (total value cash and in-kind of the agreement is up to $500,000)	Yes* (total value cash and in-kind of the agreement is up to $250,000)	Yes* (total value cash and in-kind of the agreement is up to $30,000)			* Subject to Ethics Committee approval if the outcomes of the activity are to be published and/or ethical risks are identified as per GL2007_020

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Delegations Manual

NSWHP_CG_001

Category	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes
	Chief Exec	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc
Function	4. Legal and Property						
Approve the entering into termination and/or variation of confidentiality agreements					Yes		
Approve the entering into, termination and/or variation of agreements to receive third party data for research or quality assurance/		Yes					Subject to site governance and/or QI determination of the relevant activities

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Category	Level 1 Chief Exec	Level 2 Strategic Leadership Team	Level 3 Directors and Managers	Level 4 Managers	Level 5 Coordinators	Level 6 Senior Staff	Other Notes Specific Delegates etc
Function	4. Legal and Property						
improvement purposes							
	4.8 Intellectual Property Notes and references 1. Refer to guidance regarding joint venture activities requiring Treasurer approval						
Approve the entering into termination and/or variation of agreements the primary purpose of which is to assign IP	Yes						
Approve the entering into, termination	Yes	Yes					

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Category	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes
	Chief Exec	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc
Function	4. Legal and Property						
and/or variation of IP licence agreements	(total value cash and in-kind of the transaction is up to $5,000,000)	(total value cash and in-kind of the transaction is up to $500,000)					
Approve the entering into, termination and/or variation of agreements permitting another party to use NSWHP's trademarks or logo		Yes*					* Specified Delegate: Associate Director Strategic Communications
	4.9 Settlements/Deed of Release Notes						

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Category	Level 1 Chief Exec	Level 2 Strategic Leadership Team	Level 3 Directors and Managers	Level 4 Managers	Level 5 Coordinators	Level 6 Senior Staff	Other Notes Specific Delegates etc
Function	4. Legal and Property						
	1. Consultation with TMF required for settlements/deed of release where TMF coverage provided, and with MoH Legal where matter is a Significant Legal Matter pursuant to NSW Health PD2017_003 Significant Legal Matters and Management of Legal Services 2. Settlements which include non-monetary benefits must endorsed by the relevant Senior Operations Manager.						
Agreement to out of court settlements/payments and deeds of release related to employment or industrial disputes ≤$150,000		Yes*					*Specified Delegates: Director, People and Culture Deputy Director, People and Culture Note: Subject to the payment of money or benefits not exceeding award or statutory

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Category	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes
	Chief Exec	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc
Function	4. Legal and Property						
							conditions or entitlements. Approval from relevant Operations Director is also required where settlement is funded by Operations.
Agreement to out of court settlements/payments and deeds of release related to employment or industrial	Yes						Note: Subject to the payment of money or benefits not exceeding award or statutory conditions or

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Category	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes
	Chief Exec	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc
Function	4. Legal and Property						
disputes of > $150,000							entitlements. Approval from relevant Operations Director is also required where settlement is funded by Operations.
Agreement to out of court settlements/payments and deeds of release related to other matters or courts/tribunals of ≤$50,000		Yes*					*Specified Delegate: Director, Legal & Corporate Governance

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Delegations Manual

NSWHP_CG_001

Category	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes
	Chief Exec	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc
Function	4. Legal and Property						
Agreement to out of court settlements/payments and deeds of release related to other matters or courts/tribunals of >$50,000	Yes						

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Category	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes
	Chief Exec	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc
Function	**5. Disposal of Plant and Equipment**						
	5.1 Disposal of goods (other than Computer and IT Equipment)						
	Notes and References Delegates who write off/authorise the disposal of goods should ensure appropriate separation of responsibilities and obtain appropriate counter-sign-off. For example, engineering staff who are disposing of building materials should obtain counter-sign off from an appropriate senior independent officer. Delegates should not authorise disposals to themselves, or family members, associates or work colleagues. 1 Compliance with NSW Health Procurement Policy Directive PD2022_020 is mandatory. Under the Policy Directive: a. Goods valued up to $5,000 may be disposed of by transfers, trade-ins or negotiated sales, seeking verbal quotations or donation to not-for-profit or community organisations; b. Disposal of goods valued over $5,000 must comply with the procedures outlined in the Policy, including completion of a Procurement Risk Assessment to determine the appropriate procurement process for the disposal of the goods. 2 It is prohibited to split the subject goods into components or in succession for the purposes of avoiding the mandated Delegations. 3 Delegate must confirm that the goods are suitable for disposal and the estimated present value. 4 NSW Health Accounts and Audit Determination for Public Health Entities in NSW 5 NSW Health Accounting Manual for Ministry of Health 6 NSW Health Combined Delegations Manual, section 6.1						

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	Chief Exec	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc
Function	**5. Disposal of Plant and Equipment**						
	7 Any disposal which could constitute a gift (as defined in the Government Sector Finance Act 2018) must comply with section 5.6 of the Act and Treasurer's Direction TD21_04.						
Authority to approve disposal of goods where estimated present value goods is < or equal to $500			Yes				
Authority to approve disposal of goods where estimated present value of goods is between $501 and $250,000		Yes*					* Specified Delegate: Director Finance and Corporate Services
Authority to approve disposal of goods where estimated present value of goods is between $250,001 and $5million	Yes *						* Over $5m to HAC

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	Chief Exec	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc
Function	**5. Disposal of Plant and Equipment**						
	5.2 Disposal of all Computer and IT Equipment						
	Notes and References 1 The Notes and References in 5.1 apply to this 5.2. 2 Data must be removed from hard-disks and storage devices to facilitate compliance with privacy legislation in accordance with the NSW Health Electronic Information Security Policy Directive PD2020_046 3 Any disposal which could constitute a gift (as defined in the Government Sector Finance Act 2018) must comply with section 5.6 of the Act and Treasurer's Direction TD21_04.						
Authority to approve disposal of equipment where estimated present value of goods is < or equal to $1,000			Yes (incl ICT Directors/ Managers)				
Authority to approve disposal of equipment where estimated present value of goods is between $1,001 and $50,000		Yes*					* Specified Delegate: Chief Information Officer

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	Chief Exec	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc
Function	5. Disposal of Plant and Equipment						
Authority to approve disposal of equipment where estimated present value of goods is between $50,001 and $250,000		Yes*					* Specified Delegate: Director Finance and Corporate Services
Authority to approve disposal of equipment where estimated present value of goods is between $250,001 and $5million	Yes						Over $5m to HAC

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Category	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes
	Chief/m65-+685v5 Exec	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc
Function	**6. Restricted Financial Assets (RFAs) and Custodial Trust Funds (CTFs)**						
	Notes and References 1 Those authorising expenditure from an RFA or CTF Fund should certify that: a. Funds are available to meet the expenditure that is to be incurred b. There are no known emerging liabilities that, when added to the expenditure which is about to be approved, would leave the RFA or CTF in deficit 2 Those authorising expenditure from a No2 Account RFA Fund must ensure the approval of the Trustee(s) has been obtained 3 NSW Health Staff Specialists Rights of Private Practice Disbursement of Funds No 2 Accounts Policy Directive PD2015_009 4 NSW Health Accounts and Audit Determination for Public Health Entities in NSW 5 NSW Health Fees Procedures Manual 6 NSW Health Group Services/Commercialisations Policy – Revenue Policy, Revenue Standard Policy Directive PD2005_522 7 NSW Health Staff Specialist Rights of Private Practice Arrangements Policy Directive PD2017_002						
	6.1 Opening and Closing RFAs and CTFs						
Approve opening/closing of RFA and CTF account(s)			Yes*				*Specified Delegate: Associate Director of Revenue and Process Improvement

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	Chief/m65-+685v5 Exec	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc
Function	6. Restricted Financial Assets (RFAs) and Custodial Trust Funds (CTFs)						
	6.2 Approving expenditure from RFAs						
	a) Staff Specialists' Private Practice No 2 Account RFAs						
Up to $30,000			Yes				Note: Must be endorsed by the Staff Specialist No 2 Account Management Committee
$30,001 to $100,000		Yes*					Note: Must be endorsed by the Staff Specialist No 2 Account Management Committee
Greater than $100,001	Yes						Note: Must be endorsed by the Staff Specialist No 2 Account Management Committee

Category	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes
Function	Chief/m65-+685v5 Exec	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc
	6. Restricted Financial Assets (RFAs) and Custodial Trust Funds (CTFs)						
	b) RFAs other than Staff Specialists' Private Practice No 2 Accounts						
Up to $30,000			Yes				Note: Confirmation of funds available required and in line with account purpose
$30,001 to $100,000		Yes					Note: Confirmation of funds available required and in line with account purpose
Over $100,001	Yes						Note: Confirmation of funds available required and in line with account purpose

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Category	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes
	Chief Exec	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc
Function	**7. General Non-Financial Delegations**						
	7.1 Media Releases, Statements and Interviews						
	Notes and References 1.NSW Health Pathology Media Relations Guidelines NSWHP_PG_001						
Authority to release a written/verbal statement and conduct any type of media interviews/commentary relating to NSW Health Pathology activities		Yes*					*Specified Delegate: Associate Director Strategic Communications
	7.2 Reportable Incident Briefs for Ministry of Health						
	Notes and References 1 NSW Health Incident Management Policy PD2020_047 2 NSW Health Corrupt Conduct – Reporting to the Independent Commission Against Corruption (ICAC) Policy Directive PD2016_029 3 NSW Health Internal Audit Policy Directive PD2022_022						

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Function	Chief Exec	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc
	7. General Non-Financial Delegations						
Authorising Reportable Incident Briefs to the Ministry of Health	Yes						
	7.3 Ministerials						
Authority to approve and release Ministerials, Ministerial briefs and advice related to Parliamentary matters		Yes*					*Specified Delegate: Associate Director Strategic Communications
	7.4 Correspondence to NSW Ombudsman and ICAC						
Authority to sign-off correspondence to NSW Ombudsman and ICAC	Yes	Yes*					* Specified Delegate: Director, Legal & Corporate Governance
	7.5 Annual Corporate Governance Attestation Statement						

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Function	Chief Exec	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc
	7. General Non-Financial Delegations						
Authority to sign-off the Annual Corporate Governance Statement	Yes						
	7.6 Medical Compliance Statements						
Authority to sign-off quarterly Medical Compliance Statements	Yes						Note: MDAAC to be notified
	7.7 Information Systems Access						
Approval for LHD District Network Access						Yes	Note: Policy and process of host ICT to be followed
Approval of access to Clinical Software Applications					Yes		Note: Subject to policy of host ICT
Access to Corporate Software Applications					Yes		Note: Subject to policy of host ICT

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	Chief Exec	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc
Function	7. General Non-Financial Delegations						
Internet Access				Yes			Note: Subject to policy of host ICT
Authority to approve external connections / remote access to clinical systems			Yes				Note: Subject to policy of host ICT
Authority to approve linking of data in internet, from different sources within the health system where the purpose is consistent with NSWHP purpose; and is for the same purpose as collected		Yes*					Specified Delegate: Chief Information Officer
Authority to approve requests to link NSWHP data with other agency data, where there may be inconsistencies in purpose		Yes*					Specified Delegate: Chief Information Officer
	7.8 Sponsorships (Charitable) (by NSW Health Pathology and/or to NSW Health Pathology)						
	Notes and References 1 NSW Health Sponsorships Policy Directive PD2005_415						

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Function	Chief Exec	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc
	7. General Non-Financial Delegations						
Less than $10,000			Yes				
$10,001 to $25,000		Yes					
Over $25,000	Yes						
	7.9 Purchase/Upgrade of Mobile Phones and Hand-Held PCs						
	a) Mobile Phones						
Purchased through the general fund/trust fund excluding Staff Specialist Private Practice trust fund			Yes				Note: Policy and procedure of hosting service to be followed
Replacement of like mobile phone equipment with like equipment				Yes			Note: Policy and procedure of hosting service to be followed

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Category / Function	Level 1 Chief Exec	Level 2 Strategic Leadership Team	Level 3 Directors and Managers	Level 4 Managers	Level 5 Coordinators	Level 6 Senior Staff	Other Notes Specific Delegates etc
7. General Non-Financial Delegations							
	b) Hand-Held PC/PDA/Palm Pilot/iPads						
General fund/trust fund excluding Staff Specialist Private Practice trust fund			Yes				Note: Policy and procedure of hosting service to be followed
Replacement of like hand held PC/ PDA/Palm Pilot/iPad equipment with like equipment				Yes			Note: Policy and procedure of hosting service to be followed
	7.10 Use of Private Vehicle on Official Business						
Approve expenses for use of private vehicle for official business			Yes				

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	Chief Exec	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc
Function	**7. General Non-Financial Delegations**						
	7.11 Motor Vehicles and Fleet Management						
	Notes and References 1 NSW Health Vehicle Procurement and Use PD2023_030 2 This section applies to NSWHP fleet vehicles.						
Replacement of like vehicle with like vehicle			Yes				
Replace vehicles not like with like		Yes					
Approve fitting of business-use accessories			Yes				
Allocation of vehicle for business/private use		Yes*					Note: Allocation of private use to employee requires personal contributions to be made (per PD2023_033) and

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Function	Chief Exec	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc
	7. General Non-Financial Delegations						
							according to rates outlined in Ministry of Health Information Bulletin each year *Additional delegate Director of Operations (Metro); Director of Operations (Rural & Regional)
Increase motor vehicle fleet		Yes					
Dispose of vehicle not to auction			Yes				
Exempt vehicles from rotation			Yes				
Approve use of vehicle during periods of leave		Yes					

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Function	Chief Exec	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc
	7. General Non-Financial Delegations						
Approve overnight use of vehicle				Yes			Note: If this is common practice it may cause a fringe benefit that requires the employee to pay additional tax
Allocation of vehicle for on-call, emergency, and/or security garaging				Yes			
Accept accident notification			Yes				
Suspend use for inappropriate use			Yes				
Purchase replacement vehicles			Yes				
Sign Motor Vehicle Lease Agreements		Yes *					* Specified Delegate: Director Finance and

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Category / Function	Level 1 Chief Exec	Level 2 Strategic Leadership Team	Level 3 Directors and Managers	Level 4 Managers	Level 5 Coordinators	Level 6 Senior Staff	Other Notes Specific Delegates etc
7. General Non-Financial Delegations							
							Corporate Services; Additional Delegate: Associate Director Financial Operations
	7.12 Risk Management						
	a) Lodgement and management of insurance claims/notifications:						
Professional indemnity/Liability claims					Yes*		* Specified Delegate: Associate Director, Legal & Corporate Governance, Senior Legal Counsel, Legal Counsel
Workers Compensation claims					Yes		
Motor Vehicle claims				Yes			
Property/Miscellaneous claims					Yes*		

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	Chief Exec	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc
Function	**7. General Non-Financial Delegations**						
	7.13 Bodies/Burials/Cremations/Funerals/Storage						
	Notes and References 1 Public Health Act 2010 and Public Health Regulation 2022 2 NSW Health guidance on Final arrangements of the deceased						
Retention of bodies under the Public Health (Disposal of Bodies) Regulation 2002	Designated Officers appointed by the Chief Executive						
	7.14 Human Tissue Act						
	Notes and References 1 NSW Health Public Health Delegations Manual 2 NSW Health Delegations of Authority – Local Health Districts and Specialty Health Networks PD2012_059 3 NSW Health Organ and Tissue Donation, Use and Retention PD2022_035 4 NSW Health Designated Officer Policy and Procedures PD2013_002						

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	Chief Exec	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc
Function	7. General Non-Financial Delegations						
Appointment of Designated Officers per PD2013_002 to remove tissue	Yes	Yes*					* Specified Delegate: Director, FASS. *This is only required in NSW Health Pathology Forensic Medicine facilities *This is subject to the person meeting training requirements as set out at 2.2 of PD2013_002

Category	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes
	Chief Exec	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc
Function	**8. Human Resource Management**						
	Notes and References Delegates must not approve "self-related matters" or matters that raise potential probity issues in relation to the exercise of the delegation. For example a delegate: * must not authorise their own expenditure or expenditure reimbursement, certify their own time sheet or authorise their own higher duty allowance, overtime, or annual/long service leave * must not approve any expenditure in relation to a matter where they have a pecuniary interest, or where there is a real, potential or perceived conflict of interest * must only authorise expenditure for cost centres and staff for which their position is responsible for. The authorising person for these and similar matters shall be a more senior officer or another officer as approved in writing by the Chief Executive of NSW Health Pathology. 1 Leave Matters for the NSW Health Service PD2023_006 2 NSW Health Protecting People and Property: NSW Health Policy and Standards for Security Risk Management in NSW Health Agencies Manual 3 Industrial Awards and various NSW Health policies should also be referenced						
	8.1 Recruitment and Appointments						
	Notes and References 1 NSW Health Recruitment and Selection of Staff to the NSW Health Service PD2017_040						

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	Chief Exec	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc
Function	8. Human Resource Management						
	a) Approve the Creation or Deletion of a Position, Advertising of a Position, Appointment to a Position and Salary on Commencement						
For positions within the budgeted approved staff profile			Yes				
For positions outside the budgeted approved staff profile	Yes						
For Staff Specialist		Yes*					*Specified Delegates: Director Medical Services; Director Clinical

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Category	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes
	Chief Exec	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc
Function	8. Human Resource Management						
							Operations; Director People and Culture Note: Approval is on the advice of Credentialing Committee/MDAAC
	b) Approval to Determine Commencing Salary						
For positions within Budgeted FTE			Yes				
For positions outside the budgeted approved staff profile	Yes						

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Category	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes
	Chief Exec	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc
Function	8. Human Resource Management						
For Staff Specialist		Yes*					*Specified Delegates: Director Medical Services; Director Clinical Operations; Director People and Culture Additional Delegates: Director of Operations (Metro) and Director of Operations (Regional) Note: Approval is on the advice of

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Category / Function	Level 1 Chief Exec	Level 2 Strategic Leadership Team	Level 3 Directors and Managers	Level 4 Managers	Level 5 Coordinators	Level 6 Senior Staff	Other Notes Specific Delegates etc
8. Human Resource Management							
							Credentialing Committee/MDAAC
	c) Child Protection and other Reportable Conduct (re Criminal Record Checks)						
	Notes and References 1 NSW Health Working with Children Checks and Other Police Checks Policy Directive PD2019_003						
Authority to approve commencement of an employee/person subject to satisfactory CRC clearance		Yes*					* Additional Delegates: Director of Operations (Metro) and Director of Operations (Regional) Note: Delegation applies only for urgent situations

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	Chief Exec	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc
Function	8. Human Resource Management						
Authority to undertake/approve risk assessments regarding child related, criminal and other reportable allegations, charges and convictions		Yes*					* Additional Delegates: Director of Operations (Metro) and Director of Operations (Regional); Director Medical Services
Authority to review / assess applicants who have a criminal history for		Yes*					*Specified Delegates: Director and Deputy Director, People and Culture; Associate Director

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	Chief Exec	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc
Function	8. Human Resource Management						
suitability for employment							Workforce Services (only as risk assessor); Director Medical Services
	d) Approve a Conditional/Temporary Registration and Extension of Temporary/Conditional Registration of Overseas Medical Staff						
Authority to approve an application for Conditional/Temporary Registration and Extension of Temporary/Conditional Registration of Overseas Medical Staff			Yes				

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	Chief Exec	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc
Function	**8. Human Resource Management**						
	e) Exemption from Vaccination Requirements						
	Notes and References 1 NSW Health Occupational Assessment, Screening and Vaccination Against Specified Infectious Diseases Policy Directive - PD2022_030						
Authority to approve an exemption from vaccination		Yes*					*Specified Delegate: Director, People and Culture
	f) Temporary and Casual Appointments						
Temporary appointment of Staff Specialist		Yes*					*Specified Delegates: Director Medical Services; Director Clinical Operations; Director People and Culture; Note: Approval is on the advice of Credentials

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Function	Chief Exec	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc
	8. Human Resource Management						
							Subcommittee/MD AAC
Temporary appointment of other staff			Yes				
Employment of staff on a casual basis			Yes				

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	Chief Exec	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc
Function	8. Human Resource Management						
	g) Declaring Staff Excess and Offering Voluntary Redundancy						
	Notes and References 1 NSW Health Managing Excess Staff of the NSW Health Service PD2012_021						
Authority to declare staff excess	Yes						
Authority to offer Voluntary Redundancy	Yes						
Authority to declare staff involuntarily redundant	Yes						
Annual contracted hours		Yes*					*Specified Delegates: Director

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	Chief Exec	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc
Function	8. Human Resource Management						
to agreed budget level							Medical Services; Chief Operating Officer; Director People and Culture Additional Delegates: Director of Operations (Metro) and Director of Operations (Regional)

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	Chief Exec	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc
Function	8. Human Resource Management						
	8.3 Regrading Positions and Increasing Salaries						
	a) Regrading Positions						
	Notes and References 1 NSW Health Executive Performance Management Policy Directive - PD2022_021						
Health Executive Service (HES)	Yes*						* Approved by Secretary, NSW Health
HSM6 positions	Yes						
All Other Positions (excluding HSM6)		Yes*					* Additional Delegates: Director of Operations (Metro) and Director of Operations

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	Chief Exec	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc
Function	8. Human Resource Management						
							(Regional) Note: Delegation exercised subject to relevant grading committee/credentialing endorsement
	b) Salary Progression (Increase salary based on performance [within existing Award grading structures])						
	Notes and References 22 NSW Health Executive Performance Management Policy Directive - PD2022_021 23 NSWHP Performance Development Planning - Health Service Manager Procedure - PR_009						
HES							* Secretary approval in accordance with PD2022_021

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Function	Chief Exec	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc
	8. Human Resource Management						
For increases < 5% of base substantive salary		Yes*					Note: Within existing Award grading structures and subject to the approval of the Performance Review Committee, Director of Finance and Director, People & Culture.

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Function	Chief Exec	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc
	8. Human Resource Management						
For increases > 5% of base substantive salary	Yes*						Note: Within existing Award grading structures and subject to the approval of the Performance Review Committee and Director of Finance.
For Staff Specialist			Yes*				* Specified Delegate: Director Medical Services Note: Approval is on the advice of Credentials

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	Chief Exec	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc
Function	8. Human Resource Management						
							Subcommittee/MD AAC
	8.4 Time Sheets and Attendance Records						
Authority to approve rosters/timesheets, including variations and amendments						Yes	
	8.5 Leave						
	Notes and References 1 Leave Matters for the NSW Health Service PD2023_006 2 NSW Health Training, Education and Study Leave (TESL) for Staff Specialists PD2019_043						
Approval of all forms of leave, in accordance with					Yes		

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	8. Human Resource Management						
Award provisions and entitlements and as outlined in the Leave Matters Manual, for staff who report to the position, excluding the following:							
Approval to accrue excessive leave above award/legislative limits			Yes				

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Function	Chief Exec	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc
	8. Human Resource Management						
Staff Specialist Training, Education and Study Leave (TESL), Clinical Academic Sabbatical Leave and Career Medical Officer Continuing Medical Education (CME) Leave			Yes				
Leave without pay:							

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Category / Function	Level 1 Chief Exec	Level 2 Strategic Leadership Team	Level 3 Directors and Managers	Level 4 Managers	Level 5 Coordinators	Level 6 Senior Staff	Other Notes Specific Delegates etc
8. Human Resource Management							
* Less than 1 month				Yes			
* Less than 3 months			Yes				
* Less than 12 months		Yes					Note: Only after total annual leave balance has been exhausted
* Greater than 12 months	Yes						Note: Only after total annual leave balance has been exhausted
Approve re-credit of long service leave or annual				Yes			

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Function	Chief Exec	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc
	8. Human Resource Management						
leave due to incapacity							
Study Leave – Undertaken within Australia				Yes			Note: Per Financial Delegations
Study Leave – Undertaken Overseas		Yes					Refer to 8.6 Official Travel

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	Chief Exec	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc
Function	8. Human Resource Management						
	8.6 Official Travel						
	a) Overseas Travel						
	Notes and References 1 For expenditure from a SP&T fund, endorsement of the Staff Specialist Trust Fund Management Committee is required 2 Refer to the Ministry of Health Combined Delegations Manual, in particular, Section 17.2 3 For limitations on travel, refer to the– NSW Health Official Travel Policy Directive –2024_033; and non-TESL travel guidance see NSWHP Official Travel Procedure PR_085 4 Refer to the NSW Health Staff Specialists Training Education and Study Leave (TESL) Policy Directive – PD2019_043 https://www1.health.nsw.gov.au/pds/ActivePDSDocuments/PD2019_043.pdf						
Expenditure from General Fund	Endorse*						* Approval required by the Minister for Health following CE and Director of Finance and Corporate Services endorsement

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Function	8. Human Resource Management						
Self-Funded (Leave Only)	Yes						
Expenditure from a SP&T fund	Yes*						* Obtain Director of Finance and Corporate Service endorsement
Overseas travel through sponsorship arrangements	Yes*						* Obtain Director of Finance and Corporate Service endorsement
Presenting papers at conferences/seminars		Yes					
Study Leave							Not considered Official Travel if not

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Function	8. Human Resource Management						
							on duty, conducting official business or performing an official function. For Study Leave that is considered Official Travel, follow the rules for endorsement/approval as per funding categories in this section.
	b) Domestic Travel						
	Notes and references 1 All requests by staff members must be approved in writing prior to any official travel being undertaken. Refer to NSW Health Official Travel Policy Directive PD2016_010 for further requirements regarding official travel.						

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Function	8. Human Resource Management						
Authority to approve domestic travel:							
Travel by CE	Yes*						Note: CE may approve own travel within Australia. Overseas travel requires approval by the Secretary for RFA and externally funded travel or Minister for Health for general funds.
Travel within NSW with no FCM component.					Yes		

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Function	8. Human Resource Management						
Travel within NSW with FCM component.					Yes		
Interstate Travel		Yes*	Yes**				* Specified Delegate: Director, Finance & Corporate Services ** Trust funded travel only
	8.7 Higher Duties Allowance (Approve Payment of Higher Duties Allowance)						

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Function	Chief Exec	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc
	8. Human Resource Management						
Approve higher grade duties for Level 4 and below who report to position			Yes (>10days)*		Yes (<10days)*		*subject to NSWHP Guidelines and Director of Finance and Corporate Service endorsement
	8.8 Overtime and Use of Agency Staff						
	a) Certify / Approve Overtime						
Approve use of and certify overtime					Yes		
Approve use of agency staff				Yes			

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	Chief Exec	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc
Function	8. Human Resource Management						
	b) Call-back of staff						
Approval to authorise call backs					Yes		
	8.9 Issue of Meal Tickets for Overtime in Excess of 2 Hours						
	Notes and References 1 Must be in accordance with relevant industrial awards						
Issue meal tickets for overtime					Yes		
	8.10 Employment Conditions Notes and References 1 Conditions must be in compliance with the processes and conditions set out in the relevant industrial awards and legislation.						

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	Chief Exec	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc
Function	8. Human Resource Management						
	a) Secondments						
	Notes and References 1 In accordance with the Government Sector Employment Act 2013 (NSW), secondments cannot exceed a period of 2 years.						
Approve staff undertaking secondments			Yes				

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	Chief Exec	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc
Function	**8. Human Resource Management**						
	b) Outside Employment (Secondary Employment)						
	Notes and References 5 Must be in accordance with NSW Health Code of Conduct Policy Directive PD2015_049 6 Applications for approval should be made using the Application Form – Secondary Employment NSWHP_F_017 7 Conflicts of interest that may occur as a result of carrying out the secondary employment must be declared and managed in accordance with the NSW Health Conflicts of Interest and Gifts and Benefits Policy Directive PD2015_045 and NSW Health Pathology Conflicts of Interest and Gifts and Benefits Procedure NSWHP_PR_001.						
Approval to undertake outside employment			Yes				
	c) Change of Contract Hours						
Approve change of contract hours for staff (within budgeted FTE) profile					Yes		

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	Chief Exec	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc
Function	8. Human Resource Management						
Approve change of contract hours for staff (outside budgeted FTE) profile	Yes						
	d) Approve Flexible Work Practices						
	Notes and References 1 NSW Health Pathology Flexible Working Procedure NSWHP_PR_040						
Authority to approve flexible work arrangements (FWAs) up to 3 months duration			Yes				Note: Engagement of HR should occur to ensure consistency with our obligations and NSWHP wide approach.

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Function	8. Human Resource Management						
Authority to approve flexible work arrangements (FWAs) over 3 months duration		Yes					Note: Engagement of HR should occur to ensure consistency with our obligations and NSWHP wide approach.
	e) Performance Management – Assessment /Review						
To undertake performance assessment and review for staff reporting to the position						Yes	

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	Chief Exec	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc
Function	8. Human Resource Management						
	8.11 Disciplinary, Dismissal and Separation Matters						
	a) Disciplinary Actions						
	Notes and References 1 –NSW Health Managing Misconduct Policy Directive – PD2018_031						
Approval of remedial action (eg counselling)						Yes	
Approval of disciplinary action including warnings (First, second and final warning), transfer staff (including transfer of staff			Yes				

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Function	Chief Exec	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc
	8. Human Resource Management						
to alternate duties or transfer staff to an alternative location)							
Authority to demote/terminate staff	Yes*						*On recommendation of Director, People & Culture
	b) Dismiss Staff Following Disciplinary Procedures						
Authority to dismiss staff, including Staff Specialist	Yes*						*On recommendation of Director, People & Culture

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Function	8. Human Resource Management						
	c) Suspending Staff						
Authority to suspend staff			Yes				
Authority to suspend Staff Specialist		Yes					
	d) Acceptance of Resignation						
Authority to accept resignation where no investigation/disciplinary action is pending					Yes		

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Function	8. Human Resource Management						
Authority to accept resignation where investigation/disciplinary action is pending			Yes				
	e) Issue Statements of Service						
Approval and issue Statements of Service			Yes				
	f) Provide Written Employee Recommendations/References						
	Notes and References 1 Certificates of Service/Statement of Service to be provided as per 8.11 € of this Delegations Manual 2 Personal references to terminating employees are not to be on official letterhead						

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Function	8. Human Resource Management						
Authority to provide a personal reference						Yes	

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Function	Chief Exec	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc
	9. Staff Specialists Award Management						
	9.1 Part-time Working Arrangement						
Authority to approve		Yes*					* Specified Delegate: Director Medical Services Note: Approval is on the advice of Credentials Subcommittee/MDAAC
	9.2 Authorise Rights of Private Practice for Medical Practitioners						
Authority to approve		Yes *					* Additional Delegates: Associate Director Financial Operations; Associate Director, Revenue and Process Improvement
	9.3 Recognition of Specialist Qualifications						
Authority to approve		Yes*					* Specified Delegate: Director Medical Services

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Function	Chief Exec	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc
	9. Staff Specialists Award Management						
							Note: Approval is on the advice of Credentials Subcommittee/MDAAC
	9.4 Recognition as "Senior Specialist"						
Authority to approve		Yes*					* Specified Delegate: Director Medical Services Note: Approval is on the advice of Credentials Subcommittee/MDAAC
	9.5 Initial Appointment to Higher Step/Accelerated Progression						
Authority to approve		Yes*					* Specified Delegate: Director Medical Services Note: Approval is on the advice of Credentials Subcommittee/MDAAC
	9.6 Managerial Allowance Levels						

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Function	Chief Exec	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc
	9. Staff Specialists Award Management						
Authority to approve		Yes					
	9.7 Performance Agreements						
Nominee of Chief Executive NSW Health Pathology to sign for:		Yes*					* Specified Delegate: Director Medical Services
	9.8 Work Location						
Authority to approve		Yes					
	9.9 Outside Practice and Other Business Activities						
Authority to approve		Yes					
	9.10 Leave Approval						
Authority to approve			Yes				Note: Refer to 8.6 of this manual for leave on official travel

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Category	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes
	Chief Exec	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc
Function	10.Customer Charter and Pricing Agreements						
Approve the entering into termination and/or variation of customer charter and pricing or services agreements with Local Health Districts and other private hospitals, institutes and providers or customers (including pathology providers)		Yes					
Approve the entering into termination and/or variation of service/performance agreements or specialised funding agreements with NSW Ministry of Health, other NSW Health agencies or other NSW Government agencies	Yes						

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Category	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Other Notes
	Chief Exec	Strategic Leadership Team	Directors and Managers	Managers	Coordinators	Senior Staff	Specific Delegates etc
Function	11. Plans						
Develop statewide strategic and operational plans for NSW Health Pathology		Yes					
Approve statewide strategic and operational plan for NSW Health Pathology	Yes*						*Board endorsement required.

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Category	Level 1 Chief Exec	Level 2 Strategic Leadership Team	Level 3 Directors and Managers	Level 4 Managers	Level 5 Coordinators	Level 6 Senior Staff	Other Notes Specific Delegates etc
11.2 .1 Services and Tests Notes and References 1. A pathology service is defined as a suite of tests in a specific discipline or disciplines. A pathology test means a single test.							
Commencement of new test		Yes*					*Request for Assay Change Approval form required. Subject to endorsement by Services Improvement Committee
Commencement of new service	Yes*						* Business case required
Cessation of existing test		Yes*					*Request for Assay Change form required. Subject to endorsement by Services Improvement Committee
Cessation of existing service or modification of test or service	Yes*						* Business case required

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Category	Level 1 Chief Exec	Level 2 Strategic Leadership Team	Level 3 Directors and Managers	Level 4 Managers	Level 5 Coordinators	Level 6 Senior Staff	Other Notes Specific Delegates etc
provision that could adversely impact patient/community outcomes and/or service finances							
Commissioning of services external to NSW Health Pathology	Yes						
	12.2 Medicare Registration						
Registration of Approved Pathology Authority (APA)	Yes						
Registration of Accredited Pathology Laboratory (APL) and any variation or termination of same			Yes				
Register Approved Collection Centres (ACC) and any variation or termination of same			Yes				

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Appendix 1: Schedule of Delegates

Level	Decision Making Level
1	**Level–1 - Chief Executive**
	Chief Executive
2	**Level–2 - Strategic Leadership Team (SLT)**
	Chief Information Officer
	Chief Medical Information Officer
	Chief Operating Officer
	Director Clinical Governance (Patient Safety)
	Director Clinical Transformation
	Director Legal & Corporate Governance
	Director Finance and Corporate Services
	Director Forensic & Analytical Science Service
	Chief Pathologist
	Director People and Culture
	Director Scientific and Technical Strategy
	Director Strategic Communications
3	**Level–3 - Directors and Senior Managers** (one level below the Level 2 SLT)
	Operations Director Criminalistics (FASS)
	Operations Director Forensic & Environmental Toxicology (FASS)
	Business Manager
	Chief Forensic Pathologist/ Clinical Director, Forensic Medicine (FASS)
	Operations Director, Forensic Medicine (FASS)
	Associate Director Integrations Science (FASS)

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Level	Decision Making Level
	Associate Director, ICT (FASS)
	Director of Biobanking, NSW Health Statewide Biobank
	Director Pre and Post Analytics
	Director of Operations (Metro)
	Director of Operations (Regional)
	Deputy Director, Strategic HR and Projects
	Director of Medical Services
	Associate Director Financial Operations
	Associate Director Group Finance
	Genomics Director
	Associate Director Clinical Streams
	Associate Director Commercial
	Associate Director Point of Care
	Associate Director Planning and Performance
	Director Public Health
	Associate Director Revenue and Process Improvement
	Associate Director Strategic Program Services
	Associate Director Clinical Governance (Quality)
	Associate Director Strategic Communications
	Associate Directors, Human Resources (including Metro, Regional, FASS and Corporate)
	Associate Director, Industrial Relations
	Associate Director, Workforce Services
	Associate Director, Inclusion and Aboriginal Partnerships

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Level	Decision Making Level
	Senior Operations Managers
	Chief Technology Officer
	Associate Director, Legal & Corporate Governance
	Research Operations Manager
	Manager, Financial Accounting
4	**Level 4 - Managers** (one level below Level 3 – Directors and Senior Managers)
	Clinical Director
	Commercial Manager
	Inventory Systems Implementation Manager (Process Improvement, Stock and Stores)
	Procurement Manager (Process Improvement, Stock and Commercial)
	Transport Manager
	Logistics Program Manager (Process Improvement)
	Corporate Senior Management Accountant
	Corporate Senior Financial Accountant
	Corporate Taxation Accountant
	)
	Emergency/Disaster Manager
	Senior Facilities Manager (FASS)
	Head of Diversity and Inclusion
	Manager HR Support Services
	Manager, Rostering Coordination Unit
	Manager, Recovery at Work
	Manager, Work Health and Safety

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Level	Decision Making Level
	ICT Director/Manager (including ICT Director Client and Business Services)
	Manager, Trust Accounting
	Program Manager, SIMBA
	Statewide Revenue Manager
	Industrial Relations Manager
	Local Pathology Director
	Management Accountant (East, , North, Rural and Regional, South, West or other)
	Operations Manager (including NSW Health Statewide Biobank Operations Manager)
	Point of Care Testing Zone Managers
	Workforce Risk Manager
	Solution Architect Platform Lead
	Chief Security Architect
	Solution Architect Program Lead
	Manager, Data and Insights
	Quality Manager
	Senior Legal Counsel
5	**Level 5 - Coordinators** (one level below Level 4 – Managers)
	Catalogue Manager (Stock and Stores)
	Laboratory Director/Manager
	Corporate Accounts Payable Holds Officer
	Corporate Finance Officer
	Corporate Financial Accountant
	Legal Counsel
	Enterprise Risk & Environment Sustainability Manager

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Level	Decision Making Level
	Privacy, Right to Information and Records Officer
	Fusion Program Manager
	Fusion Change Management Lead
	Fusion Solutions Architect
	Technical Solution Architect
6	**Level 6 - Senior Staff** (one level below Level 5 – Coordinators)
	Senior Hospital Scientist in Charge

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Appendix 2: Levels of Financial Delegations Summary

Delegations Summary

Management position – specific delegations	G&S	RMR, Plant and Equipment	Equipment	Capital	SPTF (general)	SPTF (specific accounts)
Add Position Titles Below						

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Appendix 3: Amendment Request – Delegations Manual

Suggested amendments or additions to the contents of the NSW Health Pathology Delegations Manual are to be forwarded in writing to the Director Legal & Corporate Governance.

Suggested amendments or additions to this Delegations Manual must be endorsed by the appropriate SLT member prior to submitting them to the above delegated officers for endorsement by the Chief Executive, NSW Health Pathology, and approval by the Secretary, NSW Health.

Amendments will be published within two weeks of being approved by the Secretary; and will become effective from the publication date. The Delegations Manual will be re-issued every three years, or more frequently, if needed.

Request to Amend the Delegations Manual

Section/Sub-Section	Delegations – Proposed Changes *State clearly the current delegation and what changes are sort.*	Authorised Officer/s *Name, Position, Title/Tier*	Type of Action *Add/Modify/Remove*

Reason for Change to Delegation

Preparing Officer:

Name:			
Position:			
Unit:			
Recommended by:		Date:	

Endorsed by:

Name:			
Position:			
	Relevant Delegate	Date	

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Approval:

Approved	☐	Not approved	☐	**Date:**	
Chief Executive, NSW Health Pathology					
Approved	☐	Not approved	☐	**Date:**	
Secretary approval:					

Approved Amendments to the Interim Delegations Manual

Version Control		
No	**Date original interim manual approved by Secretary**	**Date published / accessible to staff**
1		
2		

Amendments				
No	**Date**	**Section Amended**	**Effective Date**	**Amendment**
0.01				
0.02				
0.03				
0.04				

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Appendix 4: References and Quick Links

Accounting Manual for Public Health Organisations

Accounts and Audit Determination for Public Health Entities in NSW

Managing Child Related Allegations, Charges and Convictions Against NSW Health Staff - PD2020_044

Clinical Trial Research Agreements for Use in NSW Public Health Organisations Policy Directive - PD2011_028

Clinical Trials – Insurance and Indemnity Policy Directive - PD2011_006

Code of Conduct Policy Directive - PD2015_049

Combined Delegations Manual

Complaints Management Policy Directive - PD2020_013

Conflicts of Interest and Gifts and Benefits Policy Directive - PD2015_045

Corporate Governance and Accountability Compendium for NSW Health

Corrupt Conduct – Reporting to the Independent Commission Against Corruption (ICAC) Policy Directive - PD2016_029

Delegations of Authority – Local Health Districts and Specialty Health Networks Policy Directive - PD2012_059

Designated Officer Policy and Procedures PD2013_002

Organ and Tissue Donation, Use and Retention - PD2024_022

Working with Children Checks and Other Police Checks - PD2019_003

Executive Performance Management Policy Directive - PD2022_021

NSW Health Procurement Policy - PD2024_044

Guide to Cost-Benefit Analysis of Health Capital Projects - GL2018_021

Leave Matters for the NSW Health Service – PD2023_006

Managing Misconduct Policy Directive - PD2018_031

Official Travel Policy Directive - PD2024_033

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Patient Matters Manual for Public Health Organisations

Privacy Internal Review Guidelines NSW Health - GL2019_015

Privacy Manual for Health Information

Protecting People and Property: NSW Health Policy and Standards for Security Risk Management in NSW Health Agencies

Public Interest Disclosures Policy Directive - PD2023_026

Public Health Delegations Manual

Recruitment and Selection of Staff to the NSW Health Service Policy Directive PD2017_040

Research – Authorisation to Commence Human Research in NSW Public Health Organisation Policy Directive PD2010_056

Research Governance in NSW Public Health Organisations Guideline GL2011_001

Final arrangements of the deceased

Enterprise-wide Risk Management - PD2022_023

Significant Legal Matters and Management of Legal Services Policy Directive - PD2017_003
http://www1.health.nsw.gov.au/pds/ActivePDSDocuments/PD2017_003.pdf

Sponsorships Policy Directive - PD2005_415

Staff Specialists' Training Education and Study Leave - New Funding Entitlement 2022/2023 – IB2022_037

Staff Specialists Rights of Private Practice Disbursements of Funds No 2 Accounts – PD2015_009

Training, Education and Study Leave (TESL) for Staff Specialists Policy Directive PD2019_043

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